

My HR Dashboard - How to Import time from your Time Clock

My HR Dashboard Admin: <https://spm.prismhr.com/spm/dbweb.asp?dbcgm=1>

Login with your username and password.

Click on “My Payrolls” and choose “Time Sheet Entry” from the drop-down menu.

The screenshot shows the SPM HR dashboard interface. The top navigation bar includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. A dropdown menu is open under 'MY PAYROLLS', listing various options. 'Time Sheet Entry' is highlighted in blue. Below the menu, a list of employees is visible, including 'Smith, John', 'Test, Joy', and 'Test, Try'. The footer of the dashboard displays 'PrismHR | Privacy | Version 1.8.3.0'.

Click on the payroll number.

The screenshot shows the 'Payroll / Action / Time Sheet Entry' page. The page title is 'Payroll / Action / Time Sheet Entry' and the company is '(000100) Demo Client'. A table titled 'Select Payroll for Time Sheet Entry' is displayed. The first row of the table is highlighted with a red box, indicating the selected payroll.

Payroll#	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
201738	11-24-17 B	Scheduled	11/24/17	11/30/17	05:15PM	11/24/17

Click on the *Import Icon*.

Payroll / Change / Time Sheet Import

Company: (000475) PEACHTREE VILLAGE SOUTH

Payroll: 20174
Closed in: 5(d):00(h):09(m)

Pay Groups: Semi-monthly
Start: 11/16/2017
End: 11/30/2017
Pay Date: 12/07/2017

Employee	Name	Pay rate	Salary	REG	O/T	COMMISSION	PTO	BONUS	HOLS	OTHER	Detail Hours	Detail Units	Detail Dollars Total	Hours Total	Units Total	Total Dollars	Gross Pa
<input type="checkbox"/>	Z02856	Aldridge, Netty S		0.00													

Click on "Start Import"

Payroll / Change / Time Sheet Import

Company: (000475) PEACHTREE VILLAGE SOUTH

Time Sheet Import

Payroll Number: 20174
Import Definition: PEACHTREE

Pay Groups: Semi-monthly
Start: 11/16/2017
End: 11/30/2017
Pay Date: 12/07/2017

Start Import

Click on "Choose File", find your file, then "Submit".

Upload a File - Google Chrome

Secure | <https://spm.prismhr.com/spm/jupload.asp?r=0.590574489173348>

Pick a file to upload:

peachtreesou...115test.csv

Verify that there are no errors then click on “Post Data to Time Sheets”

**This screen may take a few seconds to populate.*

Payroll / Action / Time Sheet Entry Company: (000475) PEACHTREE VILLAGE SOUTH

Payroll / Change / Time Sheet Import Company: (000475) PEACHTREE VILLAGE SOUTH

Time Sheet Import Pay Groups

Payroll Number: 20174 Semi-monthly Start: 11/16/2017 End: 11/30/2017 Pay Date: 12/07/2017

Import Definition: PEACHTREE

Data Filename: peachtreesouth20171113test.csv

Error Count: 0 Record Count: 39

Review Data Page 1 of 2

Employee	Name	Ext Code	Pay Code	Hrs-Units	Hrs-Wrkd	Pay Rate	Pay Amount	Pay Date	Division	Dept
			REG	88.12	88.12					
			O/T	8.72	8.72					
			REG	88.57	88.57					
			REG	17.83	17.83					
			O/T	8.42	8.42					
			REG	67.55	67.55					
			O/T	1.52	1.52					
			REG	85.53	85.53					
			O/T	9.32	9.32					
			REG	77.13	77.13					
			O/T	14.22	14.22					
			REG	78.93	78.93					
			REG	79.23	79.23					
			O/T	2.73	2.73					
			REG	79.93	79.93					
			O/T	0.25	0.25					
			REG	81.77	81.77					
			O/T	0.45	0.45					
			REG	87.87	87.87					
			O/T	1.53	1.53					

Buttons: Previous Page, Next Page, Close, Print, Post Data to Time Sheets

To run Recap Sheet, click on the *Paper Icon*.

Southern Personnel Man... x

Secure | https://spm.prismhr.com/spm/dbweb.asp?dbogm=1

myhrprofessionals.co... Google USPS.com® - ZIP Co... FR8 Financial Service... Sign in - Adobe ID PrismHR Gateway Southern Personnel... Online Time and Att... Login Account Man... Manager Time Clock

SPMI MY COMPANY MY EMPLOYEES MY PAYROLLS

Payroll / Action / Time Sheet Entry Company: (000475) PEACHTREE VILLAGE SOUTH

Payroll: 20175 Semi-monthly Start: 11/16/2017 End: 11/30/2017 Pay Date: 12/07/2017

Closed in: 4(d):23(h):35(m)

Buttons: Paper Icon, Print, Refresh, Filter

Click on “Run”.

Payroll / Report / Time Sheet Report Company: (000475) PEACHTREE VILLAGE SOUTH

Time Sheet Report

Payroll Number: 20175

Primary Sort-By: -- Select --

Secondary Sort-By: -- Select --

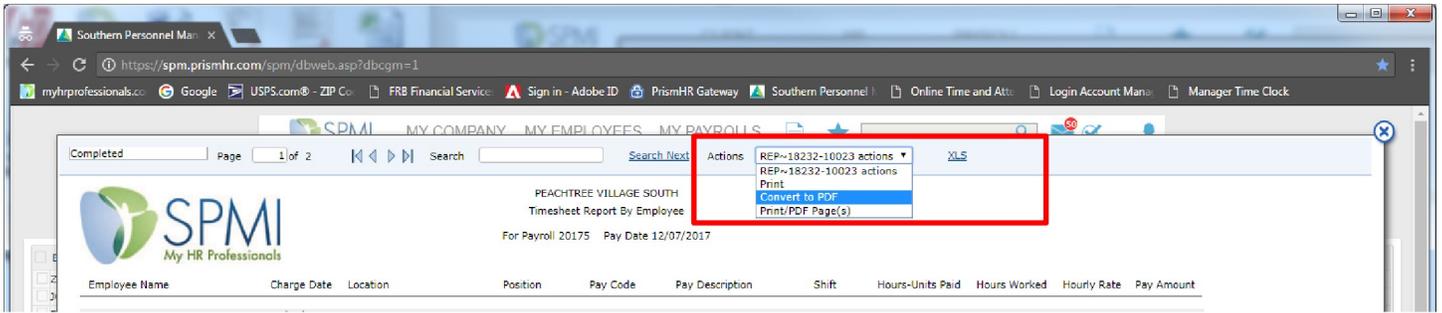
Generate a report with codes instead of descriptions, for export to Excel:

Show only employees with zero pay:

Generate a report showing deductions:

Buttons: Run, Close

You can click on **"XLS"** to download and save or click on the drop-down menu and select another format.



Then click on **"Finalize"**.

